

SALARY AND BENEFITS

The Budget & Treasury Division Manager annual salary is normally appointed at 85% of Control Point, which is approximately \$106,968. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$125,844. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Friday, August 29, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

The City of Santa Clara



Invites applications
for the position of

BUDGET & TREASURY DIVISION MANAGER

FINANCE DEPARTMENT

**Preferred Filing Date:
August 29, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

THE DEPARTMENT

The mission of the Finance Department is to leverage management, staff and technology to make Department services a highly valued component of City operations and to facilitate City-wide efficiency and effectiveness, in compliance with laws, regulations and City policy

THE POSITION

This is a management position in the unclassified service responsible for managing the Budget and Treasury Division of the Finance Department. An incumbent in this position is responsible for providing financial information and analysis to aid executive management decision making, and performing centralized budget administration activities. An incumbent also exercises independent judgment and discretion; plans, develops, coordinates, and manages the work of assigned staff; and assists in the formulation of administrative policies for the effective use of assigned staff.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Education and Experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business Administration, with a major in accounting or finance, or a Bachelor's Degree in Public Administration, Economics, or Mathematics;
- Five (5) years increasingly responsible experience, with a minimum of two (2) years of which have been at a managerial level. Experience must include budgeting, investment of public funds, debt administration, long range financial planning, and governmental accounting.
- An advanced degree in Business or Public Administration, or certification as a CPA is desirable, and may be substituted for one (1) year of the required experience.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Governmental accounting and budgeting;
- Investment of public funds; debt management; and financial analysis, including revenue forecasting and long range financial planning;
- Principles and practices of municipal budgeting (operating and capital);
- Principles and practices of financial policy development and implementation, revenue forecasting, financial control systems and methodology, laws, rules and regulations that apply to local government fiscal operations, sources of revenue and expenditures typical of local government;
- Principles of management, supervision, training and group dynamics;
- Principles and practices of leadership, motivation, team building and conflict resolution;
- Principles and practices of labor relations and wage and salary administration;
- Research methods and statistical analysis;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Project and workload planning; and
- Office safety practices, procedures and standards.

Ability to:

- Communicate complex financial information, analyze problems, and prepare effective written and oral reports;
- Demonstrate a high level of proficiency in various PC applications, including spreadsheets, databases and presentation software programs;
- Analyze and interpret laws, rules, regulations and departmental policies;
- Prepare accurate accounting and statistical reports;
- Apply the principles and practices of budgeting and financial operations to municipal government;
- Interpret a variety of operating reports and statistical information;
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service and establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;

- Build constructive relationships by promoting effective partnerships within the Finance Department, with other departments, and with bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating with those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively, by clarifying information and by facilitating an open exchange of ideas;
- Communicate a strong positive vision of the division;
- Prepare and present clear, complete, accurate, concise and logical written and oral reports;
- Work effectively as a member of the City's collective bargaining team;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Identify, research and gather relevant information from a variety of sources;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Develop creative and practical solutions to complex and difficult problems; and
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, develops, and manages the activities of the Budget and Treasury Division of the Finance Department;
- Manages the City's budget process, including projecting and forecasting revenue and expenditures, reviewing and analyzing departmental budget requests, and compiling the City's annual operating and capital improvement project budgets;
- Manages debt issuance, debt portfolio management, bond issue administration and financial reporting, investment banking teams, rating agency presentation development;
- Oversees investment management and reporting, investment committee administration in accord with well-established written policies and practices;
- Manages banking relations and task management in accord with well-established policies and procedures;

- Oversees risk management program for the City and its agencies, including property and casualty, liability, and other miscellaneous items, as well as administering the liability service agreement;
- Performs complex accounting, statistical, financial analysis, and financial reporting tasks;
- Compiles data and statistics and develops financial analysis and forecasts as required and requested;
- Performs and manages complex or specialized financial analyses and prepares financial and analytical reports;
- Exercises quality control over contents of various financial reports, ledgers, budgets, and other financial documents;
- Ensures that departmental and City reports are prepared accurately and in a timely manner;
- Works with operating departments to define, prepare, and provide information for management purposes;
- Produces a variety of internal and external financial and compliance reports, and legislative analysis; and
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Director of Finance or other manager as assigned.

SUPERVISION EXERCISED

Manages and trains professional, paraprofessional, technical, and administrative support staff of the Budget and Treasury Division.

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment.

CONFLICT OF INTEREST:

Incumbent in this position is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.